



DEPARTMENT OF THE ARMY

SHAPE BATTALION
UNITED STATES ARMY, NATO
APO AE 09705

REPLY TO
ATTENTION OF

ACSB-CO

15 September 2005

MEMORANDUM FOR SHAPE Battalion Personnel, United States Army North Atlantic Treaty Organization, SHAPE, Belgium, APO AE 09705

SUBJECT: Commander's Open Door Policy (Policy Letter #1)

1. This Open Door Policy applies to all military personnel, Department of the Army (DA) Civilians, and family members of the SHAPE Battalion.
2. Trust in the chain of command is critical to unit cohesiveness and morale. Accordingly, I encourage all personnel to provide their immediate chain of command or NCO chain of supervision the opportunity to resolve any issue(s) or concerns they may have. If you are not satisfied with the chain of command's action / response, or if you believe the chain of command may be part of the problem, my door is always open to those who feel they need to speak to me personally. As a matter of professional courtesy, unless there is substantive reason not to do so, enlisted members of the command should first see the battalion command sergeant major regarding their concern.
3. I will accept walk-in visitors, but ask that you first try to schedule an appointment through the battalion secretary at DSN 423-3830. Personnel desiring to see me under emergency conditions may do so at any time, day or night.
4. Personnel who use this open door policy will not be subjected to disciplinary action or any other form of reprisal.

A handwritten signature in black ink, appearing to read "Joe Calloway", is written over a horizontal line.

JOSEPH R. CALLOWAY
LTC, AG
Commanding

DISTRIBUTION:

Commander, HHC
Commander, Alpha Company
Commander, Bravo Company